

# RETURN TO H&S BN FILES

UNITED STATES MARINE CORPS  
HEADQUARTERS AND SERVICE BATTALION  
MARINE CORPS RECRUIT DEPOT  
3800 BELLEAU WOOD  
SAN DIEGO, CALIFORNIA 92140-5199

OFFICIAL FILE COPY

BnO 1650.3J  
6A  
29 JUN 1998

BATTALION ORDER 1650.3J

From: Commanding Officer  
To: Distribution List

Subj: NONCOMMISSIONED OFFICER (NCO) AND MARINE OF THE QUARTER PROGRAM

Ref: (a) DepO 1650.8D

Encl: (1) Letter of Recommendation Format

1. Purpose. To promulgate information and instructions concerning the NCO and Marine of the Quarter Program.

2. Cancellation. BnO 1650.3H

3. Background. All Marines are expected to perform with the traditionally high standards of the Marine Corps. This expectation sometimes results in Marines not receiving recognition for sustained exceptional performance. The NCO and Marine of the Quarter Program provides an opportunity to recognize and reward such outstanding Marines.

4. Information

a. All Marines permanently assigned to this command are eligible for the subject program.

b. All nominations will be submitted as a package which includes:

(1) The individual's Service Record Book.

(2) Original plus four copies of the MCRD Form 1414/3.

(3) Basic Individual Record/Basic Training Record (BIR/BTR) from the Marine Corps Total Force System (MCTFS).

(4) MCI screen (TMCI) from the MCTFS.

(5) Education Screen from MCTFS.

(6) A recommendation addressing the following areas:

ENCLOSURE (8)

- (a) Performance of Duty
- (b) Leadership Qualities
- (c) Military Bearing
- (d) Personal Appearance
- (e) Community Involvement

The format is provided at enclosure (1).

c. Each company will submit one nomination for Marine of the Quarter and one nomination for NCO of the Quarter.

d. The Battalion Screening Board will be composed of the following:

Senior Member:	Battalion Sergeant Major	
Members:	Headquarters Company	- First Sergeant
	Service Company	- First Sergeant
	Headquarters Company	- SNCO
	Service Company	- SNCO

e. The Board will meet in the Battalion Conference Room at the date and time designated by the Battalion Sergeant Major during March, June, September, and December.

f. Nominations are to be submitted to the Adjutant no later than 1300 two days prior to the convening of the Battalion Board.

## 5. Recognition

a. Marine of the Quarter. The Marine selected will receive a certificate of Commendation and a 96 hour pass.

b. NCO of the Quarter. The Marine selected will receive a Certificate of Commendation and a 96 hour pass.

## 6. Action

a. Company Commanders:

(1) Establish procedures for screening nominees at the company level.

(2) Ensure all supporting documentation of the nominations are forwarded in accordance with paragraph 4b and as outlined in the enclosure.

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- (3) Ensure this order is posted on company bulletin boards.
- b. The Adjutant will prepare the Certificates of Commendation and 96 hour special liberty chits.
- c. The Sergeant Major will preside over the NCO and Marine of the Quarter Board.



P. J. MULLIN



**29 JUN 1998**

LETTER OF RECOMMENDATION FORMAT

(original plus four copies)

From: Section Head, Section  
To: Commanding Officer, Headquarters and Service Battalion (Attn: Adjutant)  
Via: (1) Commanding Officer, (appropriate) Company, Headquarters and Service Battalion

Subj: NOMINATION FOR (MARINE OF THE QUARTER)/(NCO OF THE QUARTER) CASE  
OF; (GRADE NAME SSN/MOS USMC)

Ref: (a) DepO 1650.8D  
(b) BnO 1650.3I

Encl: (1) MCRD Form 1414/3  
(2) SRB  
(3) BIR/BTR  
(4) TMCI  
(5) Education Screen

1. Per the references, (Marine's grade/name) has been nominated to appear before the subject board. The enclosures are provided to substantiate this recommendation.
2. Provide a brief description of the Marine's performance per paragraph 4b(6) of reference (b) and any other achievements.

ENCLOSURE (1)

